

PJPS

**MEMORANDUM FOR:** Executive Officer to the DDA  
**ATTENTION:** Chief, Regulations Control Division, DDA  
**FROM:** James H. McDonald  
Director of Logistics  
**SUBJECT:** Proposed Headquarters Notice - Unauthorized  
Use of Portable Fans and Heaters

1. Attached herewith is a proposed Headquarters Notice on the unauthorized use of portable fans and heaters in Agency-occupied buildings.

2. The notice is required in order to inform our employees of the restrictions imposed on the use of fans and heaters, and the Agency's responsibilities to ensure compliance with Federal energy conservation guidelines.

3. Any questions concerning this proposed Headquarters Notice should be directed to [ ] Plans and Programs Staff, extension [ ]

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/s/ James H. McDonald

James H. McDonald

cc: EO/DDA

Att.

**Distribution:**

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(5 Nov 79)

LOGISTICS

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UNAUTHORIZED USE OF PORTABLE FANS AND HEATERS

1. Thermostat settings for public buildings as prescribed in the Department of Energy's Standby Conservation Plan No. 2, Emergency Building Temperature Restrictions, are to be maintained at no lower than 78 degrees Fahrenheit in the summer and no higher than 65 degrees Fahrenheit in the winter. These temperature restrictions are necessary if we are to achieve the energy goals established by the President.

2. The use of supplemental fans and heaters to increase heating and cooling in Agency-occupied buildings may not be used unless specifically warranted and approved. Upon verification that an environmental problem exists, fans and heaters may be utilized, provided written approval is obtained, when the prescribed temperatures cannot be achieved through the central heating, ventilation, and cooling system.

3. Requests for use of fans and heaters in the Headquarters building will be forwarded to the Chief, Headquarters Engineering Branch, RECD/OL, Room 3E24, extension [REDACTED]. Requests for use in other Agency buildings will be directed to the Chief, Field Engineering Branch, RECD/OL, Room 2F09 [REDACTED].

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